

MANUAL CHECK REQUEST PROCEDURE

I. Purpose and Scope:

The purpose of this procedure is to provide guidance to University departments on how to obtain paychecks for employees that are not part of the normal payroll cycle. These manual checks, also known as "Quickpays", can be requested for the following reasons:

- A. The employee did not receive any base pay due with the regular payroll run.
- B. The employee was paid less than 95% of his/her base pay due with the regular payroll run.
- C. The employee requires a new check because the initial disbursement represented an overpayment of the correct amount due.

The following requests for pay will be included in the employee's next regular pay process:

- A. Any missed amounts over and above an employee's base pay. This includes, but is not limited to: overtime, shift differential, paid compensatory time, retroactive pay and other supplemental payments.
- B. Any amount that is 5% or less than the employee's base pay.

II. Responsibility for implementing procedure:

Department Payroll Administrators are responsible for submitting Manual Check Service Request Forms, properly approved, for all Quickpays.

III. Procedure:

- A. Departmental Payroll Administrators must prepare a Manual Check Service Request Form for all manual checks.
- B. All applicable documentation must be attached to the Manual Check Service Request Form. This could include Time Sheets, Appointment Forms, Employee Records, GSPP Forms, and other documents as required.
- C. The form and documentation must be approved according to the signature hierarchy established for the department for payroll disbursements.

Manual Check Request Policy

PT Brinkman

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the PT Brinkman text.

Manual Check Request Policy:

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **Policies and Procedures Manual for Accounting and Financial Control** Douglas W. Kurz, 2003-05 *Model Policies and Procedures for Not-for-Profit Organizations* Edward J. McMillan, 2004-03-29 The completely revised and expanded third edition of Model Accounting and Financial Policies Procedures Handbook will help nonprofit executives strengthen their organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index U.S. Parole Commission Rules & Procedures Manual United States Parole Commission, 1997 *Accounting and Finance Policies and Procedures* Rose Hightower, 2008-07-21 Policies and procedures are the foundation of internal controls for organizations Taking a complicated subject and breaking it into manageable components this book enables you to hit the ground running and significantly accelerate your completion of a solid policies and procedures program Comprehensive and practical this useful book provides you with sample documents you can personalize and customize to meet your company's needs

Comptroller's Manual for Corporate Activities: Policies and procedures, 1992 **Policies and Procedures to Prevent Fraud and Embezzlement** Edward J. McMillan, 2006-04-20 IS YOUR BUSINESS VULNERABLE TO FRAUD It's not a secret that corporate fraud and scandal are real threats to business today from which no business large or small is immune Fraud losses are devastating but they are also highly avoidable Policies Procedures to Prevent Fraud and Embezzlement shows you how to proactively safeguard your business's assets and reputation from countless plots schemes and even identity theft This invaluable tool prepares auditing CPAs internal auditors fraud investigators and managers to Thoroughly evaluate their organization's system of internal controls Assemble a fraud examination team Document a fraud action plan Expose weaknesses that could lead to fraud Take corrective action to reduce the possibility of victimization Embezzlement and fraud are realities that all organizations must confront with the growing list of collapsed corporate giants serving as evidence of the destruction caused by financial abuses Policies Procedures to Prevent Fraud and Embezzlement offers provocative new strategies to deal with this ongoing dilemma and serves as a road map to reduce financial dishonesty in the workplace **The Controller's Toolkit** Christine H. Doxey, 2021-02-03 Get practical tools and guidance for financial controllership you can put to immediate use The Controller's Toolkit delivers a one of a kind collection of templates

checklists review sheets internal controls policies and procedures that will form a solid foundation for any new or established financial controller You ll get the tools and information you need to master areas like business ethics corporate governance regulatory compliance risk management security IT processes and financial operations All of the tools contained in this indispensable book were recommended by corporate and business unit controllers from small to medium sized companies and large multinational firms You will benefit from master level guidance in areas like Ethics Codes of Conduct and the Tone at the Top to support ethical behavior The operational and financial aspects of corporate governance The importance of the Committee of Sponsoring Organizations of the Treadway Commission Framework The requirement for entity level controls The importance of linking the business plan with the budget process The Controller s Toolkit also belongs on the bookshelves of finance and accounting students executives and managers who wish to know more about the often complex world of financial controls *Rules and Procedures Manual, July 24, 1989* United States Parole Commission,1989 **Manual of Rules and Regulations ...: Organization and administration** United States. Work Projects Administration,1939

This book delves into Manual Check Request Policy. Manual Check Request Policy is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Manual Check Request Policy, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Manual Check Request Policy
 - Chapter 2: Essential Elements of Manual Check Request Policy
 - Chapter 3: Manual Check Request Policy in Everyday Life
 - Chapter 4: Manual Check Request Policy in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Manual Check Request Policy. The first chapter will explore what Manual Check Request Policy is, why Manual Check Request Policy is vital, and how to effectively learn about Manual Check Request Policy.
3. In chapter 2, the author will delve into the foundational concepts of Manual Check Request Policy. The second chapter will elucidate the essential principles that must be understood to grasp Manual Check Request Policy in its entirety.
4. In chapter 3, the author will examine the practical applications of Manual Check Request Policy in daily life. The third chapter will showcase real-world examples of how Manual Check Request Policy can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Manual Check Request Policy in specific contexts. The fourth chapter will explore how Manual Check Request Policy is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Manual Check Request Policy. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Manual Check Request Policy.

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Manual Check Request Policy Introduction

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